

COMMISSION SECRETARY

DEFINITION

To perform a variety of specialized and responsible secretarial duties for official city meetings; and to perform general clerical duties in support of the City Clerk 's office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk or Deputy City Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Attend board, commission, and council meetings to document actions taken and pertinent discussion.
2. Compose an annotated record of board, commission and council actions to distribute to staff, the public and other interested parties.
3. Prepare notifications of action to affected parties; prepare public notices in accordance with regulations.
4. Prepare and process official minutes for a variety of meetings; maintain accurate records of meeting speakers and activities.
5. Prepare and distribute the official documentation of public meetings; monitor the publication of minutes.
6. Provide support on special projects related to the City Clerk's office; research city resolutions, ordinances and actions for staff as necessary.
7. Respond to visitors' inquiries, both on the telephone and in person; refer to appropriate staff member for more specific information as appropriate.
8. Greet, assist, and direct visitors and staff members entering the City Clerk's office.
9. Assist in preparing procedures, written material, agendas, forms, charts and/or other documents for internal or external distribution.

EXAMPLES OF DUTIES(continued)

10. Type letters, reports, memoranda and other documents relating to the department.
11. Compose routine correspondence and memoranda.
12. Collect information from a variety of documents and compile data for reports; prepare routine reports as required.
13. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Practices of taking minutes.
- B. Public meeting protocol.
- C. English usage, spelling, grammar, and punctuation.
- D. Modern office methods, practices, procedures and computer equipment.
- E. Filing and record keeping systems.
- F. Business letter writing.

Ability to:

- G. Understand the organization and operations of the city and of outside agencies as necessary to assume assigned responsibilities.
- H. Attend night meetings.
- I. Communicate clearly and concisely, both orally and in writing.
- J. Organize duties and determine priorities in order to meet assigned deadlines.

Ability to (continued):

- K. Apply operating rules and procedures of City Clerk's office.
- L. Interpret and apply departmental and council policies, procedures, and rules.
- M. Compile and maintain complex and extensive records and files.
- N. Type accurately at 60 words per minute.
- O. Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial work.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

408CS90

October 1980

Revised May 1990

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt